



DEPARTMENT OF HEALTH AND HUMAN SERVICES
NASHVILLE AREA INDIAN HEALTH SERVICE



THE NASHVILLE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
NAO-MPP-04-18 NAO-ESEP-04-18	10/04/04	Applications will be accepted until sufficient applications have been received.

POSITION TITLE, SERIES, GRADE AND SALARY

Systems Accountant
GS-510-12, \$58,665 per annum

LOCATION AND DUTY STATION

Nashville Area Indian Health Service
Division of Financial Management
Nashville, TN

(Includes Locality Pay Adjustment)

AREA OF CONSIDERATION: ALL SOURCES

RELOCATION: Relocation Expenses will be paid for eligible employees in accordance with Federal Travel Regulations and 41 CFR Chapter 302.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

DUTIES AND RESPONSIBILITIES:

Incumbent is primarily responsible for coordinating, developing, evaluating, monitoring, and managing IT accounting systems. Responsible for coordinating and testing of software applications programs; for overall installation, testing, operation, maintenance, and training and problem resolution for multi-user computer systems throughout the Nashville Area pertaining to financial accounting. Develops information systems related to financial management to meet user requirements. Reviews proposals for change which consist of objectives, scope and user expectations. Compiles and analyzes data to prepare a project synopsis which compares alternative costs, times, hardware, software and staff and recommends course of action. Performs in depth analysis of existing financial management systems (CORE, ARMS, UFMS, DFAS, etc.) to determine uses such as cost history, current expenditures, projected balances and deficits; tracking movement between among cost accounting codes and locations; transfer of funds among allotments and sub-allotments; analyzes shifting funds which indicate changes in program and project or location requirements and advises management; shifts in projected versus actual expenses and preparation of annual budgets submission as well as closeout and annual audits. Assists and coordinates the accounting and financial operation of the Division of Accounting Services. Serves as the primary contact when supervisor is unavailable. Assist supervisor with adjustment entries to the CORE accounting system. Recommends and prepares adjusting entries to the CORE Accounting System. Assists the accounting staff by furnishing day-to-day guidance on accounting problems and systems solutions for program effectiveness and to maintain integrity of the financial information. Applies professional accounting principles to solve problems and renders advice to continue development of financial reporting systems to provide management data at all organizational levels to meet the needs of management. Provides authoritative policy interpretations and functional recommendations on the system's overall structure, and resolves major problems that arise in producing a smooth running and effective system and integrating it with financial management systems. Advises financial program managers and division

staff on difficult accounting problems and provides systems solutions to control and report problems. Manages financial accounting reports distribution systems by generating and ensuring end users are provided with appropriate reports. Manages debt collection activities by ensuring debt management policies, which includes establishment of receivables by preparing bills of collection, monitoring receivables and collections, write-offs and reporting. Manages Financial Reporting Systems (FRS) by developing and running queries, which provide useful and timely financial information to support management's fiduciary role and support fiscal management of program delivery and program decision-making.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: In addition to basic requirements, candidates must have had 52 weeks of specialized experience equivalent to at least GS-11 grade level.

Basic Requirements:

A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

B. Combination of education and experience—at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement or paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicants education, training, and experience fully meet the specified requirements.

Specialized Experience: Experience in managing financial management activities, and progressively responsible analytical or administrative or clinical management or supervisory experience in the health care field. This work may have been performed in an operating health care facility or a higher organization echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with management official and analysis and/or coordination of administrative, clinical or other service activities. This includes experience, which demonstrated the ability to manage, develop, evaluate and implement the databases and queries to manage budget comparisons and forecasts of various funding appropriations. Examples of the types of experience that will be credited are shown under "Duties and Responsibilities."

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **Applicants must address the following KSAs on a separate sheet of paper.**

1. Knowledge of accounting and methods, procedures and techniques used in maintaining, balancing and closing accounts.
2. Skill in analyzing, reviewing and evaluating programs for the purpose of identifying cost needs, priorities and emphasis, for planning appropriate changes for efficient utilization.
3. Ability to write complex technical instructions on budget, accounting and audit procedures.
4. Ability to analyze numerous accounts and determine the need and type of adjustments necessary to reconcile and balance general ledger accounts.
5. Ability to communicate with others effectively both orally and in writing to solve problems or questions.
6. Ability to develop databases, reports, and queries to extract data, electronically.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Raelyn Pecos, (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) –To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 - 5) Retired under the discontinued service retirement option; or
 - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be submitted to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, contact the Division of Human Resources at (505) 248-4510. Vacancy announcements can be downloaded from the IHS website at www.ihs.gov or Office of Personnel Management (OPM) website at www.usajobs.opm.gov. We do not FAX vacancy announcements.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian preference **MUST** submit the **BIA Form 4432**, "Verification of Indian Preference for Employment in BIA and IHS Only." This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/forms/pdf_fill/of0306.pdf
- Statement Authorizing Review of Application.
- Supplemental questionnaire statement addressing the Knowledge, Skill, and Ability questions.
- See **'HOW TO APPLY'** on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made within 90 days of the date the Certificate of Eligible was issued provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

Human Resources Specialist

Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

Signature of Applicant

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.		
Optional Application for Federal Employment – Form Number OF-612 www.opm.gov/forms/pdf_fill/of0612.pdf	Application for Federal Employment Form Number SF-171 http://forms.psc.gov/forms/SF/SF-171.pdf	Résumé or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

JOB INFORMATION

Announcement number, title and grade of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

EDUCATION

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

WORK EXPERIENCE

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description. ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form. ➤ Applicable Licensure. 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area, may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF). ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.

